

## **OFFICE COORDINATION ASSISTANT**

### **DISTINGUISHING FEATURES**

The fundamental reason the Office Coordination Assistant exists is to perform a wide variety of responsible secretarial and clerical work and directly assist in the coordination of daily administrative operations Citywide. This classification is not supervisory. Work is performed under general supervision by various management levels.

### **ESSENTIAL FUNCTIONS**

Serves as backup department SP3, coordinating, distributing and maintaining confidential personnel action forms.

Coordinates travel and seminar reservations within the department.  
Coordinates meetings.

Prepares final general correspondence.

Tracks expenses for budget purposes, including travel, seminar, telephone, pager, long distance and cellular charges as assigned.

Assists department budget liaison with bi-annual budget preparation documents.

Coordinates acquisition, maintenance and repair of equipment and furnishings.

Requisitions and organizes all general office supplies.

Supervises youth leaders and student workers as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Office procedures and business English.

Microsoft Word and Excel.

Basic budgets, accounts payable and receivable.

Ordinances, practices, procedures and terminology of governmental operations.

Ability to:

Comprehend and make inferences from written material and verbal and/or written instructions.

Establish and maintain effective working relationships with co-workers, supervisors, City Officials and the general public.

Communicate effectively both verbally and in writing.

Operate a variety of standard office equipment such as computer, a variety of computer software, copier and fax machines, telephone and 10-key requiring continuous and repetitive arm, hand and eye movement.

Maintain files and filing systems.

Maintain regular consistent attendance and punctuality.

#### **Education & Experience**

Any combination of education and experience equivalent to a High School diploma and three years of responsible secretarial experience. Some college coursework desirable

FLSA Status: Non-exempt

HR Ordinance Status: Classified